

manual change transmittal

NO. 1

TITLE Project Development Procedures Manual 7th Edition	APPROVED BY Robert L. Buckley Program Manager	DATE ISSUED 3/27/97
		PAGE 1 OF 13
SUBJECT AREA Project Development Procedures -Various	ISSUING UNIT Design and Local Programs, Office of State Project Development Procedures and Quality Improvement	
SUPERSEDES Project Development Procedures Manual 6th Edition	DISTRIBUTION All Manual Holders	

The 7th Edition of the Project Development Procedures Manual (PDPM) has been prepared and is now available on the Internet.

A new edition of the PDPM was needed to facilitate placing it on the Internet and to simplify its maintenance and updating. This required that the entire manual be reformatted. The chapter and page numbering systems needed to be revised and cross-references changed. In addition, changes in Caltrans' organization, editing changes, and revised procedures have been included as well.

The PDPM is currently listed on the Caltrans Home Page under "In the Works" -> "Project Planning and Design" -> "Project Development Procedures Manual (PDPM)." Its Internet address is <http://www.dot.ca.gov/hq/oppd/pdpm/pdpm.htm>.

Following is a summary of the revisions in the 7th Edition of the PDPM:

General Changes

- The computer files for the entire manual have been reformatted to eliminate the side headings and replace them with headings with the text indented. The width of the text has been increased. The chapter and page numbering systems of the entire manual have been revised, and references to the revised chapter, section, article, figure or appendix numbers have all been changed.
- All current Caltrans organizational names brought about by changes in the organizational structure of Caltrans, and other name changes, have been used to the extent identified, and this has required changes throughout the entire manual.
- Where something is directed to be submitted to Design and Local Programs, directions on how to direct the correspondence is indicated. The term "Traffic Management Plan (TMP)" is changed to "Transportation Management Plan (TMP)" and the term "Preliminary Site Investigation (PSI)" is changed to "Site Investigation (SI)," throughout the manual. Some minor corrections or nonsubstantive changes for clarity or consistency are made.
- A Table of Contents has been added for each Chapter and Appendix.
- The cover, title page, foreword, change form, and the dividers and prefaces for the parts and appendices, and the table of contents have been included in a separate file. The pages describing the use of headers and footers that were

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provided for Appendices A and B in the 6th Edition, and the page with charging information, have been deleted. The foreword has been revised to address the changes. The Preface pages for the new Appendices A-Q and AA-MM have a revision to the date for dropping the use of the metric symbol on reports.

Specific Changes - there are some other changes that have been made to make the manual current or to correct a procedure problem that has been identified, and these changes are itemized below by chapter or appendix, section, article and heading:

Chapter 1

- Section 2 - "Related Manuals and Guidelines" some references are added, some deleted, and some revised or moved.
- Section 3 - "Acronyms used in this Manual" some acronyms are added, some deleted, and some revised.
- Section 4 - "Transportation Planning Leads to Project Development," Articles 1, 2 and 3 are extensively updated for changes in ISTEA, to reflect the current thinking in Transportation Planning, and to make the content more clear.

Chapter 2

- Sections 1, 2 and 3 - Although there are no changes other than those due to organizational changes or format changes, the organizational changes are quite extensive in these sections. Figure 1 is revised to reflect the revised district territories and the regionalized districts.
- Section 3 - "District" has some minor clarifying revisions in the first and third paragraphs under "Project Manager."
- Section 5 - "Special Funded Program and Related Projects" the word "generally" is added to the first paragraph under the heading "Contract Administration."
- Section 7 - "Federal Government," Articles 1 and 2 are assigned to the former headings concerning "FHWA" and "Other Federal Agencies." In Article 1, the definitions for "Types of Work (New Construction, Reconstruction, or 3R)" are modified and stated in a more direct manner.
- Section 8 - "Use of Consultants," the discussion of on-call contracts under "Methods for Contract Services" is revised, and there are minor revisions in the discussions on "'One Step' Method" and "'Two Step' Method."

Chapter 3

- Section 1 - "Transportation Planning" has a revised discussion of system planning and an added reference.
- Section 3 - "Surveys" has a change to refer to the digital terrain model surveys rather than the terrain line interpolation surveys.
- Section 4 - "Right of Way" is revised to delete reference to the Railroad Liaison since this is now handled in Structures.

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- Section 6 - "Materials" is revised to refer to a report on materials or geotechnical, as appropriate, and to provide another reference.
- Section 7 - "Traffic" has a minor revision indicating the Traffic unit prepares other related project items in addition to traffic related PS&E.
- Section 9 - "Hydraulics" is changed to add water quality enhancements and a new reference.
- Section 12 - "Landscape Architecture" has a revised description under the heading "Project Planning" emphasizing access and safe working conditions for vegetation management, site planning and pedestrian accommodation and an added discussion of the scope of aesthetic reviews and visual impact assessments. Under the heading "Design," information provided is expanded.
- Section 13 - "Utilities" is changed to indicate utilities may need to be, rather than must be, relocated prior to construction.
- Section 14 - "District Office Engineer" is extensively rewritten under the headings "Preparing Contract Documents," "Preparing to Advertise," and "Addenda."

Chapter 4

- Articles 1, 2 and 3 have a number of minor editorial revisions.
- Article 3 - "State, Regional, and Local Programs" is revised under the heading "STIP," where some revised wording is included under the subheading "Interregional Road System," and where the subheading "Noise Barriers " is renamed "Retrofit Soundwalls." Under the heading "SHOPP" there is some revised explanation.
- Article 4 - "Federal Programs" has some corrections to Figure 2 - "Congestion Management Agencies," and Figure 2A - "Plan and Program Relationships, Programs," under the subheadings "STIP" and "SHOPP."
- Article 5 - "State Budget Program Codes" has revised names for Task Codes 103, 207, and 223, and Task Code 512 is deleted.

Chapter 5

- Article 4 - "Future Project Management Tools" is added to explain what is currently being put in place for Project Management.

Chapter 8

- Section 3 - "Expenditure Authorization" is revised to replace the heading "Activity Codes" with four other headings: "Charging Practices," "Work Breakdown Structure (WBS)," "Resource Breakdown Structure (RBS)" and "Organizational Breakdown Structure (OBS)."
- Section 4 "Project Development Team" - Under heading "PDT Functions," defining a quality project is expanded with the idea that safety and efficiency of construction and maintenance are included. Under the heading "PDT Formation," consideration of design features limiting exposure during maintenance operations by the PDT is added. Under the heading "Additional PDT Members" reasons for including a Landscape Architect on the PDT are expanded.

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- Section 5 - "Project Development Categories," Figure 2 - "Project Initiation and Approval Documents - According to Program," the HB312 Program is deleted.
- Section 7 - "Topics to Consider during Project Development" is revised under the heading "Traffic Operation Considerations," subheading "Park and Ride Facilities," so that the role of the landscape architect is expanded; and under the heading "Miscellaneous Considerations," subheading "Access to Navigable Waterways," the intent is expanded and reference to DIB 71 is deleted; and again under the heading "Miscellaneous Considerations," subheading "Converting Shoulders to Traffic Lanes," the idea to consider adjacent landscaping, and the maintenance needs and safety of maintenance workers is emphasized.

Chapter 9

- Article 3 - "Project Study Report" under heading "Advisory," four additional bullets have been added: three relate to organizational changes, and the fourth adds the requirement for project support information in project initiation documents. A new heading "Submittal to Design and Local Programs" is added at the end.
- Article 5 - "PSSR for Structure Rehabilitation and Pavement Rehabilitation Projects" has numerous minor changes and rearrangement to provide a clearer description.
- Article 6 - "Site Damage Report for Damage Restoration Projects" has extensive revisions.
- Article 8 - "PSSR for Seismic Retrofit Projects," a heading is added on "Bridge Rail Replacement Due to Seismic Retrofit Projects," and under the heading "Milestones" the list of concerns considered at the Strategy Meeting is expanded.
- Article 9 - "NBSSR for Noise Barrier Retrofit Projects" is revised by removing reference to the HB312 Program.
- Article 12 - "Combined PSR/PR for Certain 100 % Local-Funded Projects" under heading "Combined PSR/PR Usage Criteria" has an added requirement that there be only one "build" alternative.
- Article 13 - "PEER for Encroachment Permit Projects" under the heading "Applicability," under subheading "For Projects Less Than \$1,000,000," a reference to Article 12 concerning the appropriateness of preparing a Combined PSR or Project Report is given. Under the heading "Step-by-Step PEER Procedures," subheading "District Permit Engineer Initiates Procedures," wording is added clarifying the charging of PEER type work to the encroachment permit EA for all local-funded projects costing under \$1,000,000.
- Article 14 - "Director's Order for Urgent Projects" has several revisions in the list of information to include in the request.
- Article 16 - "CAPM Project Report for Capital Preventive Maintenance Projects" under heading "Project Scoping" has the words "a minimum of" added to clarify the meaning.

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Page 5

- Article 18 - "Combining Project Development Documents" under heading "Criteria" is revised by removing most of the criteria.

Chapter 10

- Section 5 - "Draft Project Reports," Article 1 - "General," a new heading "Submittal to Design and Local Programs" is added after the heading "Approval by District Director."

Chapter 11

- Article 1 - "The Hearing Process" under heading "Applicability" is revised to read more correctly by eliminating the implication that significant right of way is required for the other items to apply, and to add that FHWA may determine the need to hold a hearing when they determine it is in the public interest. A subheading is added for "Category 7 Projects" to provide a complete listing. The heading "Noncontroversial Projects" is changed to read "Noncontroversial Projects May Use Notice of Opportunity" and a paragraph is added to clarify that a Notice of Opportunity may be called for even if an environmental document is not prepared.
- Article 2 - "Public Notices and Publicity" under the heading "Scope of Publicity" is augmented to emphasize that special groups, such as minority, disabled or economically disadvantaged may need special publicity efforts. Under the heading "Public Notices Content" the subheading "Identify Material Available for Inspection" is added. The subheading "Available Material for Inspection" is moved and enhanced by emphasizing that technical engineering and environmental reports should be available for inspection and copying at a convenient location near the project and at the district office. The subheading "Notice of Joint Hearing with Corps" is changed to "Notice of Joint Hearing with Other Federal Agencies" and emphasizes exploring the potential for joint hearings with other federal agencies besides the Corps of Engineers. Under the heading "Maintain Notification List," representatives of economically disadvantaged groups are added.

Chapter 12

- Section 3 - "Project Report Approves Projects," Article 10 - "General" under heading "Processing" the submittal instructions are changed.
- Section 4 - "Other CALTRANS Reports that Approve Projects" under headings "PSSR for Rehabilitation Projects," "NBSSR for Noise Barrier Projects," "Combined PSR/PR for Certain Special Funded Projects," and "CAPM PR for Capital Preventive Maintenance Projects," the submittal instructions are changed.
- Section 6 - "Changes to Approved Projects," under the heading "Major Changes," and subheading "Required Reports," an additional sentence is added.

Chapter 13

- Article 2 - "Permits and Approvals" in Figure 3 - "State and Local Agency Involvement Based on Project Activities" has an item on Entering Surface Waters added.

Chapter 14

- Section 1 - "Preliminary Plans," Article 3 - "Bridge Site Data Submittal," under heading "Prepare Site Plans" the submittal instructions are added; and Article 5 - "Skeleton Layouts" under the heading "Circulate Skeleton Layouts" the word "landscaping" is changed to "planting and irrigation."
- Section 2 - "Final Plans," Article 4 - "The Project Plans," under heading "Plans Prepared by Functional Units," the Landscape Architecture example is revised.

Chapter 16

- Article 2 - "Policy and Authority" under heading "Types of Cooperative Agreement Projects," subheading "Local Sales-Tax Measure Projects," the last paragraph is revised.
- Article 3 - "Cooperative Agreements Process" under heading "Authority to Negotiate Terms," the last paragraph is revised.

Chapter 17

- Article 1 - "Definition," the word "or" is inserted in place of a comma in the first paragraph under the heading "Encroachment," between the word "structure" and "object."
- Article 2 - "Utility Encroachment Policy" under the heading "Exceptions" is revised for clarity and to delete old date references. Under the heading "Transverse Utility Encroachment," in the first paragraph 45° is changed to 60°. The second paragraph is revised, and a new third paragraph is added dealing with air space leases. Under "Utility Encroachments on Toll Bridge," a new last sentence is added clarifying that approval is needed.
- Article 4 - "Locked Access Gates" is revised under heading "Caltrans Approval Authority" relating to approval of locked gates for airspace leases for wireless communications sites. Under "FHWA Approvals" the word "and" is changed to "or" in the last sentence.

Chapter 18

- Article 2 - "Hazardous Waste Process" the heading "Preliminary Site Investigation" is changed to "Site Investigation" because the term "Preliminary Site Investigation" is no longer used. All acronyms have been changed from PSI to SI.

Chapter 21

- Section 2 - "Exceptions to Vertical Clearance on 42 000 km Priority Network" under the heading "Process" the third paragraph is revised to eliminate stating specific standards and to refer to the Highway Design Manual instead.

Chapter 22

- Article 6 - "Principles and Techniques for Community Involvement" under the heading "Use of Existing Community Organizations," and the subheading "Identify Existing Community Organizations" the "minority and economically

disadvantaged community leaders" have been added to the list of organizations to be included.

Chapter 23

- Article 1 - "General," under CTC Policy on Adoptions, the term "As a matter of policy" is deleted.
- Article 3 - "Controlled Access Highways," under the heading "Denomination to Controlled Access Highway," the word "and" is inserted in the last sentence of the first paragraph.
- Article 5 - "Traversable Highway, Transfer of Highway Location," under the heading "Adoption as Traversable Highway," and the subheading "Report to Transportation System Information Program," the third sentence of the first paragraph is deleted, and the bullet following the fourth sentence relating to the Route Adoption map is modified. In the last paragraph, the approval by the Deputy Director is changed to Chief Deputy Director in accordance with Deputy Directive 37.
- Article 9 - "State Route Rescission Process," under the heading "Rescission Procedures," the first bullet in the second paragraph is modified.

Chapter 25

- Article 2 - "Policy" under the headings "Programming" and "Justification of Work" there are some editorial changes.
- Article 3 - "Procedures" under the heading "Scoping" there are some editorial changes. The paragraph under the heading "Freeway Agreements, Relinquishment of Local Roads" is extensively rewritten. Under the heading "Lack of Local Agency Agreement," the first paragraph has some editorial changes and the second paragraph is rewritten, introducing revised relinquishment protest procedures.
- Article 4 - "Collateral Facilities" under the heading "Use Formal Agreement or Resolution" has some editorial changes.
- Article 5 - "Local Agency Protests" is a completely new article regarding review of protests by local agencies.
- Article 6 - "Referral, Decision and CTC Hearing" is a completely new article regarding detailed procedures for review of protests by local agencies.

Chapter 26

- Article 1 - "Disposal of Rights of Way on Operating Facilities" is revised in the second paragraph under the revised heading "Design Request to Decertify and Dispose of R/W" by clarifying the role of a Director's Deed.

Chapter 28

- Article 1 - "General" under the heading "First and Second Level Reviews" the words "to the Chief Engineer" are added in the last paragraph.
- Article 2 - "Procedures" the heading "Draft Appearance Information Sheet" is revised to read "Draft Appearance Information Sheet and Fact Sheet," and the words "and a fact sheet" is added in the second paragraph. The heading "AIS Outline" is revised to read "AIS and Fact Sheet Outline," and use of the fact

sheet and AIS is discussed. Under the heading "Meeting Scheduling" the words "fact sheet, a chronology, and maps" is substituted for "final AIS."

Chapter 29

- Section 1 - "General," under the heading "Introduction" a reference to a definition of "minor" is added. Under "Definitions," the term "Highway Planting Restoration" is changed to "Planting Restoration" and the term "Erosion Control" is changed to "Vegetative Erosion Control," and there are editorial changes in the definitions of "Highway Planting," "Revegetation," "Replacement Planting," "Planting Restoration," "Landscaped Freeway," and "Transportation Art."
- Section 2 - "Highway Planting," Article 1 - "General Policy," the word "normally" is added in the second paragraph under "Programming and Funding." Under the heading "Maintenance" the term "(within the allowable maximum cost per hectare)" is moved so as to include legally required planting. Under the heading "Separate Contract" a sentence is added explaining when planting can be included with the parent project. Under the heading "Planting with Noise Barriers," the last sentence of the first paragraph is deleted. Under the heading "Wildflower Planting," the last paragraph has been extensively revised to cover procedures for determination that use of native wildflowers be waived on a project. Under the heading "District," subheading "District Landscape Architect," the term "roadside management issues" is added to the listing of input provided.
- Section 2 - "Highway Planting," Article 3 - "Project Development Guidelines" under the heading "Master Planting Plan," the phrase "until the plan has been implemented." is deleted from the end of the second paragraph. In Figure 2 - "Funding Responsibilities for Highway Planting," the column headed "3 - Year Plant Establishment" is changed to "1 - Year Plant Establishment," and the last note at the bottom is changed to read "three-year" rather than "one-year." Under the heading "Preservation," both paragraphs are rewritten. The heading "Roadside Vegetation Management Program" has been revised by removing the word "Program," and the entire text is rewritten.
- Section 2 - "Highway Planting," Article 4 - "Project Development Process" the heading "General" has editorial revisions, the heading "Project Development Team (PDT)" has been extensively rewritten, a new heading "Project Study Report (PSR) Data Sheets" is added, the heading "Concept Reviews" has revisions throughout, under the heading "Project Reports" a sentence has been added at the beginning, the subheading "Planting Boundaries & Area" is changed to "Planting Areas" and the word "basins" is deleted at the end of the first paragraph. Under the subheading "Plant Establishment Periods," the "one year" plant establishment period to be included in the planting contract is changed to "three years." The heading "Design Review" is revised in each paragraph. Under the heading "PS&E," the last paragraph is revised. The heading, "Review of the Draft Contract Document" is moved. The heading "Design Intent Statement for Planting" has the word "future" added before the word "construction" in the first paragraph. The heading 'CTC "One-Liners" and Fact Sheets' is revised, as well as the first paragraph of the heading "Construction" and the paragraph under the heading "Maintenance."

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- Section 3 - "Safety Roadside Rest Areas," Article 1 - "General" under the heading "Current System," the number 88 is changed to 89.
- Section 5 - "Aesthetics" under the heading "General," the first sentence is rewritten.
- Section 7 - "Blue Star Memorial Highway" Figure 3 - "Blue Star Memorial Highway Segments" has been revised with one addition and several corrections.

Chapter 30 - "Noise Abatement," the entire chapter is revised rather extensively. Much of these revisions are editing to clarify the meaning.

- Section 1 - "General Policy" has changes under the headings "Scope," "Noise Abatement Outside the Right of Way," "Cost Effectiveness," "Residents' Desires" emphasizing opinions of adjacent residents, "Plants as Elements of Noise Abatement Features" which is renamed "Use of Plants With Noise Barriers," "Consideration of Environmental Resources," and "Value Analysis and Life-Cycle Cost Analysis." Also, the heading "Reasonableness and Feasibility" has revisions in the first paragraph, with revisions to the subheading "Reasonableness Factors" under the sub-subheading "Change in noise levels," extensive additions to the sub-subheading "Development along the Freeway" dealing with defining the date of public knowledge, and revisions to the subheading "Additional Reasonableness Considerations" under sub-subheadings "Land use Controls" and "Outside Construction."
- Section 2 - "New Highway Construction or Reconstruction" has revisions under the heading "Policy," "General," "California Requirements (CEQA)," "FHWA," "Substantial Noise Increase," "Approaching the Noise Abatement Criteria," "Design Considerations to Mitigate Noise," "Minimum Attenuation," and "Determination of Reasonableness." A new subheading, "Scoring Reasonableness Considerations of Noise Abatement," is added.
- Section 3 - "Retrofit Noise Barriers on Existing Freeways" is completely rewritten. The headings "Applicability," "Streets and Highways Code," "Inventory of Qualifying Areas," "District Priority List," "Combining Multiple Locations," and "Statewide Priority List" are deleted, while new heading for "General," "Priority Index for Retrofit Noise Barrier Projects," "Priority Adjustments" and "Project Features" are added, and the heading "Qualifying Area" has been completely rewritten, and the headings "Cost Effectiveness" and "Project Costs" contain revisions.
- Section 4 - "School Noise Abatement Projects," under the heading "Streets and Highways Code Requirements" contains a revision.

Chapter 32

- There are editing changes under the headings "HA-1 Program Structure," "Other HA-1 Program Features," "Relationship Between District & Headquarters," and "Design Responsibilities."

Appendix A

- Article 1 - "Overview" under the heading "Can be Used for Some Caltrans Projects," the words "identification of support costs" is added. Under the

heading "Caltrans Portion," subheading "EA," discussion has been added. Under heading "5. Traffic and Accident Data," the heading in the chart is changed from "Expected Rates" to "Average Rates."

Appendix D

- "Item-By-Item Guidelines for the Outline," heading "Recommended Approval," is revised.
- The "Project Report (Highway Planting & Restoration)" form is revised. Items "3.D. Community Interaction" and "3.E. Support or Opposition" are deleted. Item 3.F. is changed to 3.E. Item "3.D. PSR Data Sheet Consistency" is added. Item 3.G. is changed to Item 3.F. Items "4.B. Type & Age of Adjacent Development," "4.C. Impact," "4.F. Priority Objectives," and "4.G. Paybacks" are deleted. Item 4.D. is changed to Item 4.B. Item 4.E. is changed to Item 4.C. The name of Item 5 is changed from "Alternatives" to "Proposal." The topics "Preliminary Design Plan" and "Impacts/Issues" are added under Item "5.A. Proposal and Alternatives." The instructions for filling out these items are revised accordingly, and some of the instructions for other items are revised.

Appendix E

- "Item-By-Item Guidelines for using the Forms," subheading "Recommended Approval" under heading "Cover Sheet" is revised. The "PSR Data Sheet (Highway Planting)" and "PSR Data Sheet (Highway Planting Restoration)" forms are revised. Signature blocks are added for the District Landscape Architect and District Maintenance. The heading "Project Category No." is renamed "CTC Project Category No." The contingency factor is changed from 2.0% to 2.5%. A chart is added to record "Project Support." The item "Justification" is changed to "Deficiencies." The instructions for filling out these items are revised accordingly.

Appendix F

- Article 1 - "Overview" under the heading "Application," the first sentence is revised.
- Article 2 - "Item-by-Item Guidelines for NBSSR Form," the Noise Barrier Scope Summary Report form itself is revised by the addition of the item "Project Support" as number 4. J. (2), with the former 4. J. (2) renumbered to 4. J. (3) and revised to apply to Oversight Personnel Years Only. Under "2. Background, C. Project Priority," the guideline is changed. Under "4. Proposal, A. Description," the guideline is changed by deletion of the last sentence. Under "4. Proposal, F. Design Details," the item "horizontal clearance" is added. Under "4. Proposal, J. Funding and Staffing," the guideline is augmented by the addition of instruction on the Project Support table. Under "4. Proposal, K. Programming and Scheduling," the guideline is changed.

Appendix G

- Article 2 - "Guidelines for Completing the PSSR (Pavement Rehabilitation) Form," the PSSR form itself is revised by adding a note at the end of item "9. Cost Estimate Breakdown" to exclude support costs, by the addition of a new

item for "Project Support" as item 14, with the remaining items renumbered, and by revising item H on the list of attachments to read "Scoping Team Field Review Attendance Roster." In the guidelines, under "5. Roadway Geometric Information," the term "sight distance" is added to the second sentence of the second paragraph, and a reference to Design Information Bulletin 79 is added to the forth paragraph. Under "6. Structures Information," the second and third paragraphs are extensively revised. Under "9. Cost Estimate," references are added in the third paragraph. A new guideline for item "14. Project Support" is added.

Appendix H

- Article 1 - "Overview" under the heading "CAPM Program," the words "a minimum of" are added and the words "(single construction pass)" are deleted in the second sentence of the first paragraph.
- Article 2 - "Guidelines for Completing the CAPM PR Form," the CAPM PR form itself is revised by adding a note at the end of item "8. Cost Estimate Breakdown" to exclude support costs, by revising the project review participants in item 11A and 11B, by the addition of a new item for "Project Support" as item 13, with the remaining items renumbered, and by revising item E on the list of attachments to read "Scoping Team Field Review Attendance Roster" and item F by adding "(as appropriate)" to the end. In the guidelines, a new guideline is inserted as item "13. Project Support."

Appendix J

- The TSM Project Information Report is updated with the latest version as amended on June 7, 1995.

Appendix L

- Under "Advisory" four bullets have been added, three of which relate to organizational or name changes, while the fourth discusses the requirement for information on Project Support. The guidelines passed by the California Transportation Commission (CTC) on September 12, 1991 have not been revised.

Appendix M

- Article 2 - "Item-by-Item Guidelines for PR-SRRA Outline," the Project Report (Safety Roadside Rest Area) format itself is revised by adding two new signatures required, the District Landscape Architect and District Maintenance. Under the heading "Cover Sheet," subheading "Recommend Approval" these new approvals are indicated, and the term "environmental studies have been included" is changed to "environmental concerns have been addressed." Under item "5. Alternatives, A. Site Plan & Project Scope, 2) Interior Development, a) Architectural features," the term "recycle containers" is added to the list.

Appendix N

- Article 2 - "Item-by-Item Guidelines for Preparing the Report," under item "5. Cost Estimates," a sentence is added to exclude project support costs from the

estimate. Under item "6. Project Schedule," directions for providing Project Support information is given.

Appendix O

- Under the heading "Use of Site Damage Report," an additional paragraph is added. Under the heading "Report Format," the last two sentences are deleted.

Appendix P

- Article 1 - "Overview" under the headings "Project Coordination" and "Scoping Team" a few minor editing changes are made.
- Article 2 - "Guidelines for Completing the PSSR (Structure Rehabilitation) Form," the PSSR form itself is revised by adding notes at the end of item "11. Cost Estimate Breakdown" to exclude support costs, by revising the project review participants in item 14A and 14B, by the addition of a new item for "Project Support" as item 16, with the remaining items renumbered, and by revising item F on the list of attachments to read "Scoping Team Field Review Attendance Roster." In the guidelines, under "5. Roadway Geometric Information," the term "sight distance" is added to the second sentence of the second paragraph, and a reference to Design Information Bulletin 79 is added to the forth paragraph. Under "6. Structures Information," the second and third paragraphs are revised. Under "9. Cost Estimate," references are added in the third paragraph. A new guideline for item "16. Project Support" is added.

Appendix Q

- Article 2 - "Guidelines for Completing the PSSR (Urban Freeway Off Pavement Access) Form," the PSSR form itself is revised by adding notes at the bottom of the page for item "13. Cost Estimate Breakdown" to exclude support costs, and by the addition of a new item for "Project Support" as item 16, with the remaining items renumbered.

Appendix DD

- On the "Initial Site Assessment (ISA) Checklist," under the heading "ISA Determination," the word "Preliminary" is deleted from "Preliminary Investigation."

Appendix EE

- On the "Outline for Design Intent Statement (DIS) (Highway Planting) (Highway Planting Relocation)," under the heading "Water Management," the phrase "(including who will provide training)" is added at the end.

Appendix FF

- This is a new appendix entitled "Noise Abatement" and it is planned to contain one item, "Noise Abatement for Residential Areas - A Method for Determining Reasonableness of Construction," referring back to changes made in Chapter 30. However, this will be issued at a later date.

Appendix JJ

- On the "Draft Appearance Information Sheet," under heading "Project Planning and Location," the term "if other than State and Federal" is deleted. Under the heading "Discussion," a new paragraph is added concerning providing CADD files and contact names. Under the heading "Attachments," the description of "Chronology" is revised, and the term "Fact Sheet" is added and described. The discussion of wall displays following the list of attachments is revised. An Outline for the "Resolution of Necessity Appearance Fact Sheet" is a new addition which is to be provided with each Draft Appearance Information Sheet.
- A new item is added to this appendix, "Outline for Relinquishment Information Sheet," and refers back to changes made in Chapter 29.

Appendix KK

- Section 2 - "Definitions," under the heading "2-3 Exempt Facilities," two additional exempt facilities are added. Under the heading "2-4 Other Definitions," the definition of "District" is expanded to cover regional districts.
- Section 4 - "Locating High and Low Risk Facilities," under the heading "4-4 Exempt Projects," the paragraph has editing revisions.

The binder and dividers will not be replaced. The tabs on the dividers are still good, except that the tabs for Appendixes A and B should be remarked Appendixes 1 and 2. An index has not been prepared, as was originally intended, because of the ability to search and find on the Internet using the computer to locate any word combination.

Future changes will be available through the Internet. A subscription service will soon be provided to allow users to register on a listserver to be notified by e-mail whenever a manual change transmittal is issued. A file of the manual change transmittals will be kept on the manual web page.